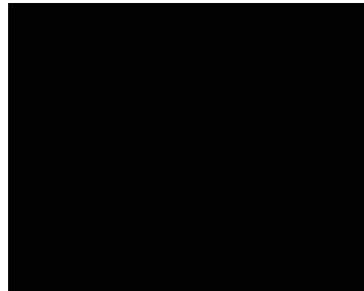


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MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 18 April 1955 Committee Meeting

1. The CIA Incentive Awards Committee met on Monday, 18 April 1955 at 2:00 p.m. in Room 249, Curie Hall with the Chairman presiding and the following members present:



Training
Communications
DD/F
Logistics Office, alternate for
Management Staff, alternate for
C/NS
DD/I
Chief, Services Branch, Employee Services
Division, Office of Personnel, attended as a guest.

2. The Committee approved Suggestion No. 1496 for adoption and recommended an award of \$55.00 for Clerk, GS-5, WE, DD/P.

3. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

822	1146	1180	1246
907	1148	1181	1251
953	1151	1185	1253
991	1155	1186	1254
1028	1160	1202	1256
1051	1162	1208	1257
1116	1166	1223	1261
1125	1172	1225	1263
1139	1174	1227	1266
1142	1175	1240	1269
1145	1179	1242	

4. The Committee considered the following suggestions and advised the Executive Secretary to take action as indicated below:

Suggestion No. 1153 Defer. pending confirmation of evaluation by LO and MS.

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Suggestion No. 1173 Defer pending report by [REDACTED] 25X1A
as to whether OO is only user within
DD/I area of legal size papers proposed
for stocking by BEO.

Suggestion No. 1209 Withdrawn pending report by LO as to
whether suggestion contributed to recent
installation of two pay 'phone booths in
[REDACTED]

25X1A

Suggestion No. 1504 Defer pending check on whether this
proposal is included within Suggester's
normal job responsibility.

Suggestion No. 1513 Defer pending referral to Comptroller and
CFE/OP on whether this proposal is within
Suggester's normal job responsibility.

5. The meeting was adjourned at 3:00 p.m.

[REDACTED] 25X1A
Executive Secretary
Incentive Awards Committee

APPROVED;

25X1A

[REDACTED]
Harrison G. Reynolds

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE: 18 April 1955

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Suggestion 1209

1. Recommend withdrawal of subject suggestion from the agenda for today's meeting pending resolution of the contradiction noted below.
2. Evaluation by LO/AS dated 7 October 1954 states in part, "While it is not feasible at this time to provide for ...additional public phones, such facilities may be provided for in the future..." In a memo dated 13 April 1955 the Suggester reports that two new phone booths have been installed in her building [REDACTED]

25X1A

[REDACTED]

25X1A

13 April 1955

MEMORANDUM FOR: The Chairman

SUBJECT: Meeting of CIA Incentive Awards Committee

25X1A

In accordance with the provisions of Regulation
[REDACTED] Incentive Awards Program, the CIA Incentive
Awards Committee will meet on Monday, 18 April 1955 at
2:00 p.m. in Room 249, Curie Hall.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]
Executive Secretary

25X1A

SECRET

ADOPTED SUGGESTIONS

18 April 1955

Tab No.	Suggestion No.	Name	Office	Position
a.	1496		WE	Clerk GS-5
b.	1504		OTR	Supply Officer GS-11
c.	1513		FE, B&F Officer	GS-11 25X1A

SECRET

C-O-N-F-I-D-E-N-T-I-A-L

Suggestion #1496

A. Summary of Suggestion:

The suggester proposes that the present WE Mailroom procedure for processing incoming pouches with three lettered documents, which includes routing, removing and filing one dated abstract, be eliminated. These documents would be routed directly to all desks with resultant savings in time, effort and filing space.

B. Evaluation of Concerned Offices:

The Chief of Admin/WE Division, evaluated this suggestion and advised the Committee as follows:

"The suggestion has been adopted in WE Area Division, DD/P. It is estimated that it reduces the time spent on processing incoming pouches by about 30%. Prior to the installation of the new system, processing of pouches required the work of one person for an average of 8 hours a day. This has been reduced to about 5 hours per day, a saving of 3 hours. The person doing the incoming pouch work has been released for these 3 hours to do other work in the mail room which has had a backlog due to shortage of help. This backlog has required that the employees put in an average of 10 hours overtime each week. With the release of 3 hours time per day for work on this backlog, it should be eliminated and the necessity for overtime work will no longer exist. The overtime worked has cost an average of \$2.43 per hour. The savings in overtime pay should amount to at least \$1,166 per year. The extra 5 hours per week not spent on the backlog will be spent on other current work which will prevent the accumulation of new backlogs."

In addition to the monetary saving, there is the factor of employee morale and health in that employees will not be required to come to work at other than regular hours.

C. Recommendation of Executive Secretary:

Approval. Based on the WE estimate of savings (\$1,166 per year using an average cost of \$2.43 per hour of overtime eliminated), an award of \$55.00 is recommended. The Committee may wish to consider the intangible benefits (improved employee morale and health) as a basis for increasing the award, but these may be offset to some extent by possible reactions to the loss of overtime pay.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Suggestion #1504

A. Summary of Suggestion:

The suggester proposes the construction of wooden dollies or platforms with castors to facilitate the storage of folding chairs beneath the stage of the R & S Building Auditorium. This would greatly facilitate storage and moving problems and would result in savings of manhours and money.

B. Evaluation of Concerned Offices:

The Chief, Administrative Staff, Logistics Office, has advised the Committee as follows:

"This Office is of the opinion that a good suggestion has been offered, and appropriate action is being taken to acquire the so-called dollies.

As a matter of record, the supply of folding chairs ordered initially was 400, and we do not believe that the supply has been augmented. Cost of construction for the dollies is estimated to be approximately \$160.00. It appears that this cost would be amortized in about four months on the basis that the movers are utilized thrice monthly, and require only one hour instead of two after the dollies are available. A yearly savings of approximately \$400.00 is indicated."

C. Recommendation of Executive Secretary:

Approval. An award of \$20.00 is recommended based on estimated first-year savings of approximately \$400.

C-O-N-F-I-D-E-N-T-I-A-L

S-E-C-R-E-T

Suggestion #1513

A. Summary of Suggestion:

The suggester proposes a revised Travel Order Form and/or Method of Preparation, which in general would pertain to all travel movements to and from overseas; also, when current supply of travel order forms is exhausted would also cover all movements within the ZI.

Specifically, it proposes:

- (1) that the Travel Order form be printed on pre-printed ditto (or similar process) comparable to the present method for cables, thus insuring sufficient copies for all activities concerned.
- (2) Travel Order Form pre-printed on legal size format, to allow additional space under "Special Provisions (Include Appropriate Justification)."

It is estimated that the dollar savings for the Far East Division alone, to include processing by other Agency components (Finance Division, Central Processing, etc.) would amount to a minimum of \$5,850 per annum.

This improved procedure would result in increased efficiency in the entire Travel Order procedure, with related activity, as well as sound method for preparation of sterile copy of completed Travel Order, thus precluding misunderstanding(s) (i.e., Chief of Station, Finance Officer, Personnel Officer, traveler, etc.) relative to special provisions, etc.

B. Evaluation of Concerned Offices:

The Assistant Management Officer, DD/S Area, has advised the Committee of the results of a Management Staff Study on the subject of "Agency Travel Procedure and Regulation, dated 22 October 1953," as follows:

1. This Staff recommends the adoption of the Subject suggestion with such technical changes in the proposed Travel Order form as may be desired by the Office of the Comptroller and Central Processing Branch, Office of Personnel.
2. The suggestion will:
 - a. eliminate the preparation of a "Request for Advance" form which is now required by Finance Division.
 - b. provide components of the Agency with legible copies of travel orders.

S-E-C-R-E-T

S-E-C-R-E-T

Suggestion # 1513 (Continued)

c. make possible the preparation of the Travel Order at the lowest administrative echelon, thereby eliminating the preparation of a "Request for Travel Order" form which is now used by most of the Area Divisions DD/P.

3. Referenced Management Studies and subsequent investigations disclosed that:

a. there are approximately 11,000 travel orders per year written in the Agency (6500 Domestic and 4500 Foreign.)

b. an estimated 7500 "Request for Advance" forms are prepared annually by these elements using unvouchered funds. All these requests must be signed by an approving officer who in many cases is a GS 15.

c. an estimated 5000 "Request for Travel Orders" forms are prepared annually by the various components of the Agency.

4. The use of the proposed pre-printed ditto (or similar process) Travel Order would make possible the accomplishing of a recommendation previously made in the referenced Management Staff Studies and thereby:

a. eliminate the preparation, signing and handling of the "Request for Advance" form and the "Request for Travel Order" form.

b. provide all components of the Agency with legible copies of Travel Orders and reduce to a minimum the necessity for various components to send their personnel to Central Processing Branch in order to type copies of travel orders.

5. Notwithstanding the fact that the cost of the new forms may run somewhat higher than that of the present form used, it is conservatively estimated that the overall savings made possible by the use of the new form and the subsequent resultant change in procedures would be in excess of \$15,000 per year.

C. Recommendation of Executive Secretary:

Based upon the MS estimate of first-year savings of \$15,000, it is recommended that an award of \$300, in accordance with the Table of Awards, be approved for this suggestion.

S-E-C-R-E-T

25X1A

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Suggestion No. 822 (cont'd)

C. Recommendation of The Executive Secretary

Disapproval

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Suggestion No. 907

A. Summary of Suggestion:

Probably it is not possible to estimate the various monetary savings which might accrue through the adoption of this suggestion. However, it is undoubtedly true that the prevention of inadvertent informational leaks which could cause the loss of countless hundreds or thousands of manhours (and dollars, consequently), is one way to ensure that CIA's money is not being wasted. Also, the maintenance of good morale among Agency employees demands that the often hard-won fruits of one's official labors not be spoiled and lost by a careless slip of the tongue over the telephone. Hence, it is suggested here that fuller orientation be provided to CIA employees, both new and old, on the subject of adequate telephone security. I believe it could be done quite effectively, as follows:

1. Provide all employees, both new and old, with a list of office designations, symbols, abbreviations, names and telephone numbers, addresses and room numbers which may be mentioned in official business over the telephone without violating existing security regulations.

2. This list should be compiled by the Security Officer in each Division, for example, for dissemination to all personnel within that jurisdiction.

3. To ensure that all personnel within his jurisdiction have read and understand this directive, each Security Officer shall prepare and keep on file an up-to-date "initialed copy" of said directive.

4. The Office of Training could provide a one to two-hour lecture on methods of wire-tapping. This lecture would illustrate, with actual telephone equipment, some of the various methods and the comparative ease by which telephone lines may be tapped. All employees would be required to attend this lecture. New employees should attend it within two weeks, at latest, from the date they enter on duty and have access to an agency telephone.

B. Evaluation of Concerned Office:

The Acting Chief, Physical Security Division, advised the committee that:

1. The establishment of definite criteria as suggested in Paragraph 1, could not be established. Furthermore, if established, it would be a very complicated list. Generally speaking, names of persons,

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Suggestion No. 907 (cont'd)

components of Agency, room numbers and telephone extensions can be mentioned over the telephone.

2. Paragraphs 2 and 3 can be answered by reference to "Telephone Security", Security Regulations, Section 10-6, Page 16.

3. The Security Indoctrination Lectures cover the use of telephones and stress the fact that telephones and telephone lines can be tapped. The presumption must be that every conversation by telephone or interoffice communication system will be overheard by unauthorized persons.

4. It is the opinion of the Security Office that lectures and demonstrations covering the methods of wire-tapping would not aid the average employee in the use of the telephone and that the time (man hours) involved in such lectures could not be justified.

C. Recommendation of The Executive Secretary:

Disapproval

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Suggestion No. 953

A. Summary of the Suggestion:

The suggestor proposes that a Service Request Slip, containing the 16 items which the Building Supply Group is called upon most frequently to handle, be printed as a standard operation form in pads of 100.

B. Evaluation of Concerned Offices:

The Chief, Admin. Staff/IO has recommended disapproval of employee's Suggestion based on the following reasons: "The form presented is one that cannot be utilized by all the Building Supply Offices of the Building Supply Group. It is not all inclusive as to information required for the processing and completion of services desired. Many services required by the operating offices for repairs and adjustments are transmitted verbally to the Building Supply Offices who in turn make the necessary arrangements with either the repair contractors, or Space, Maintenance and Utilities Branch, Real Estate and Construction Division/IO, and/or Public Buildings Service/GSA. The use of the service request form presented would cause undue delay in acquiring the services and create an added burden on the operation offices. Since it would be impossible to include the many varied service requests received by the BSO's on a short printed form and since the procedure used by the BSO's varies, it is felt that the suggested form would be of no great benefit to the over-all function of the Building Supply Group."

C. Recommendation:

Disapproval

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Suggestion No. 991

A. Summary of the Suggestion:

The Suggester proposes that a special kit be devised which official travelers would be given to use in connection with final voucher accounting upon completion of their travel. She outlines that the kit could contain special envelopes or slots for storing or posting the desired information. The traveler would simply turn in the kit to the proper authorities for instance CPB, and thus save himself the time required making out travel claims.

B. Evaluation of Concerned Office:

The Chief, Planning and Analysis Staff, recommends that Suggestion 991 be disapproved for adoption based on his below noted observation: 1) Investigation of the proposal set forth by Suggestion #991 reveals that such material is available within the Agency, and at the Ticket Offices of the various Carriers. Namely, Travel folders with pockets for Passports, Tickets, Baggage Stubs or other papers. 2) The Airlines in particular provide various types of Travel Folders for carrying necessary papers which CPB states are issued with each ticket. 3) Compilation of detailed items concerning a trip, which are carried on one's person, can frequently develop into a security problem, hence it should be avoided. 4) In view of the existence of the proposal material, the Suggestion as presented is not recommended for adoption.

C. Recommendation of The Executive Secretary:

It is recommended that the Committee disapprove this Suggestion in view of the negative information noted above.

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Suggestion No. 1028

A. Summary of the Suggestion:

1. At the last air raid drill it was noted that many persons in the Temporary Bldgs., I,J,K,L were congregating in front of the glass paneled doors in the side corridors, (so they would have light to read their papers), and also they seem to mass in front of the main corridor doors leading to the Reflecting Pool.

2. It is suggested that white stripes be painted on the floor along the sides of the corridor doors in the form of an L to indicate a safe area, and a large white stripe across the main corridor on both sides of the main doors. This should be done in such a way as to inform the personnel that they should stay in back of these lines for their own safety. The stripes can either be white paint or a white scuff-resistant tape.

B. Evaluation of Concerned Office:

The Chief, Security Control Staff

It is the opinion of this Office that the attached employee suggestion should not be adopted since it is presently the responsibility of the Building Emergency Officers and the designated members of their staffs to insure, by personal observation and supervision, that participants in air raid drills do not congregate in front of glass-paneled doors. The painting of white lines would neither add to nor detract from this responsibility.

C. Recommendation of Executive Secretary:

Disapproved

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Suggestion No. 1051

A. Summary of the Suggestion:

The suggester proposed that a basic conversion table be established for listing foreign measurements and their U. S. equivalents to a fashion as to make it possible at a glance to establish the correct U S measurements.

B. Evaluation of Concerned Offices:

The Office of Collection and Dissemination advised the Committee that OCD does not recommend adoption of Suggestions 1123 and 1051 which propose publication of a set of conversion tables from the Metric System to the Standard weights and measures familiar to U. S. intelligence officers. In support of this conclusion we cite the following:

A. "Ready availability in and through CIA Library of reference sources containing such tables or the information necessary for their construction. Many of these titles, as suggester notes, are also on file in CIA research offices.

b. "Adequate facilities for copy and assembly by each analyst of tables needed frequently in his own work. Reproduction of tables on a Branch basis (ditto or multilith) would appear to provide a one-time solution exactly tailored to Branch needs.

ORR reviewed this suggestion and commented as follows:

"We don't think this worth an award. Suggestion No. 521, answered 28 Oct 1953 covered somewhat same ground, so I repeat what we said then: "Standard tables are available, e.g. Research Service's Conversion Factors and Tables; no one table would have everything desired; many workers prefer to make their own. For particular conversions mentioned in this (1051), a slide rule would be preferred by most."

If not explored already, perhaps CIA Offices originating reports might, at the editorial stage, agree to the addition of parenthetical conversions for at least some troublesome categories of metric citations.

C. Recommendation of Executive Secretary:

In view of the foregoing comments, it is recommended that the Committee disapprove this suggestion for adoption.

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Suggestion No. 1116

A. Summary of the Suggestion:

During the past three years, I have observed certain cafeteria practices which could be improved. The first observation is the difference in patronage in the K Building cafeteria during the period of 1 May through 1 October as compared with 1 October through 1 May. During the five summer months I would estimate the patronage to be 50% of the winter trade. Exact figures could be obtained from Government Services Incorporated (GSI). Part of the drop in attendance may be explained by summer vacations. However, the major decrease is due, I believe to the unbearable heat and stuffiness. This condition results in large numbers of employees traveling some distance to commercial restaurants and the Pentagon. This results in lunch hours ranging from one to two or more hours. Needless to say this is extremely wasteful in terms of productive man hours. In addition there is a morale factor present when the employees feel that the Agency is providing sub-standard eating facilities. Therefore my first suggestion is that the K Building Cafeteria be completely air conditioned. This would result in savings in man hours wasted at lunch, and improvement in employee morale. The cost of air conditioning might be paid by GSI if shown that such action would result in increased summer trade. If this source was not available, the funds might be provided from the Agency recreation fund which I understand exists for the improvement of employee morale. If neither of these sources are feasible, a committee should be formed to investigate means of acquiring funds for this purpose.

My second suggestion deals with the appointment of a senior officer as a roving inspector of Agency cafeterias, similar in function to the inspectors in the Pentagon. Unfortunately GSI does not seem to be able to adequately supervise its operations. Dirty dishes and utensils, rodents and insects are common sights in all of the Agency cafeterias. If the dining rooms are this bad, the kitchens are probably as dirty or worse. This assumption is reinforced by the periodical attacks of mild food poisoning which many of my friends have suffered. It is my suggestion that a senior officer should be charged with daily inspection of all cafeterias for the purpose of correcting the above conditions.

CIA INTERNAL USE ONLY (CONT.)

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Suggestion No. 1116 (Page 2)

My third suggestion deals with the prices and quality of the food. Supposedly GSI is a non-profit organization. If this is true, why are GSI prices higher than the Pentagon cafeterias (operated by a profit making organization) or the Hot Shoppes cafeterias? For example: Cup of coffee with cream - GSI 10¢ ; Pentagon 8¢; Hot Shoppes 10¢ (second cup free). Neither the quality nor the quantity of GSI food compares favorably with the Pentagon or Hot Shoppes as judged by several people including myself. Therefore my suggestion is that the Director, Central Intelligence appoint a committee to investigate the prices and services of GSI with the purpose of obtaining another food contractor or obtaining better service from GSI.

B. Evaluation of Concerned Offices

The Chief, Administrative Staff/LC commented as follows:

Reference is made to Employee Suggestion No. 1116, recommending improvements in the Tempo K Building cafeteria for betterment of service.

This is to advise that considerable study has been given to this cafeteria during the past several years in the effort to improve the facilities. A number of improvements have been accomplished. Plastic dishes have replaced chinaware with a definite lowering of the sound level. New walk-in refrigerator boxes have eliminated contamination. Additional seating capacity provided by the relocation of the corridor wall. New flooring in the dishwashing room with new arrangement of doors and equipment facilitated the work flow and further reduced noise. Additional lighting over the serving area improved presentation. New covering on tables and chairs, and pastel color painting have added to the decor. A new manager and chef definitely resulted in improved service and quality of food. Additional proposals have recently been forwarded to the PBS and GSI for consideration. Improved ventilation and color scheme were included.

Item I of the suggestion recommends air-conditioning. The estimated cost of \$32,000 precludes this type of installation from any source. Although there are a number of cafeterias in Tempo Buildings, in no case has air-conditioning been provided. Therefore, the statement quoting sub-standard facilities is

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Suggestion No. 1116 (Page 3)

refuted. Regarding travel time to other dining locations, it is the responsibility of each administrative officer to supervise employees in accordance with existing regulations and policies. Parallel to man-hours lost, this Office has been concerned with the problem of inducing diners to leave promptly after completion of meals. Patronage volume to the number of available tables necessitates the action, and our poster program for the dining rooms is pointed in this respect.

Item 2. The Chief, SM&F Branch/LO is charged with the responsibility of maintaining liaison between the GSI, the PBS Concessions Officer and CIA. The PBS Concessions Officer oversees all GSI space and activity in public buildings. Past performance by the Chief of the Branch does not warrant further appointments. We refute the statements regarding unsanitary conditions, and invite inspections by any individual at any time. All GSI cafeterias are inspected regularly by both PBS and GSI officials trained in management and operational procedures. It is our frank opinion that because of the adequate spacing of equipment, which facilitates access to each individual item, cleaning standards excel in comparison to other establishments of a like nature.

Item 3. The G.S.I. institution is extremely large in scope, and since all of its operations are under governmental controls, various agencies are continually auditing GSI accounts and procedures. This Agency obtained the services of an expert, in cafeteria management from New York, for the purpose of inspecting all agency dining facilities. The report forwarded to the DDA, and on record in this Office, quotes that prices, size of servings, and the wholesome quality of the food compared favorably to similar types of business in other locations. The fact that only one meal is served during the day, and losses of silverware, dispensers and trays averaging approximately \$400 per month materially affects the costs of operation.

With the attention directed to all dining facilities by this Office, the regulations involving operation and the restrictions on expenditures, we are of the opinion that maximum results are being obtained and that further committees, appointments etc. are not justified.

C. Recommendation of Executive Secretary:

Recommend disapproval. Cost of air conditioning is considered prohibitive for a Temporary Bldg. installation; LO/SM&F seems to have made all feasible efforts to combat and correct conditions criticized.

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Suggestion No. 1125

A. Summary of Suggestion:

I. Statement of Problem

- A. All offices of CIA as well as certain governmental departments that furnish information to CIA are tending to standardize the recording of information on 5 x 8 inch cards.
- B. Currently cards of many different weights and qualities reach our offices daily.
- C. Many economies can be realized by a systematic approach to utilization of standard procedures.

II. Suggestions of Economies to be Realized

- A. It is suggested that standardized cards be color coded to represent department of origin as a means of rapid recognition for readers.
- B. As an alternative or addition it is suggested that cards be color coded to represent types of information to coincide with IR listings, i.e., production, organization, trade, etc.
- C. It is suggested that a much lighter-weight card with no filler be adopted as standard for the reasons listed below:
 1. Light weight cards take less safe space.
 2. Light weight cards are easier to use in typewriters.
 3. Light weight cards cost less per unit.
 4. Light weight cards, if standardized, could be purchased in less expensive bulk quantities rather than the more expensive small package quantities.
 5. Light weight cards need not be made with the more expensive filler for ink pen use.

B. Evaluation of Concerned Office:

The Assistant Director for Research and Reports advised the committee that:

1. The statement of the problem is accurate. It has long been the hope of many research officers that standardization to a 5 x 8

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Suggestion No. 1125 (cont'd)

card for the recording of information could be accomplished. The economy of such standardization is acknowledged but cannot be quantitatively evaluated.

2. Now as to the specific economies suggested:

a. Color coding to indicate agency of origin does not appear to be an economy but is a good suggestion.

b. Color coding to indicate type of information could easily be accomplished providing not too detailed a classification were used. For example, the left-hand half of the card could be color coded to indicate agency of origin and the right-hand side color coded for functional classification.

c. The lighter weight card is not satisfactory for storing in safe files. It tends to sag and also to fray in a short time. Standardization on a stock of not more than 25 lb. nor less than 20 lb. weight would seem desirable.

3. This suggestion, as amplified above, is worthy of award and further investigation. It is recommended that, if the committee cites the suggestion for award, OCD be instructed to establish a working party of interagency membership to study implementation.

The Assistant to Deputy Director (Intelligence) Administration advised the Committee that:

We do not consider that this suggestion has any particular merit as a suggestion for action to be taken other than by individuals or small units for the following reasons:

1. Statement A of the suggestion, "All offices of CIA . . . are tending to standardize the recording of information on 5 x 8 inch cards," is not accurate. (See paragraph 1 of memorandum from Executive/CD, 28 September 1954.)

2. There is by no means unanimity among analysts and branches as to the desirability of the 5 x 8 file although the majority probably favor it at this time. The enthusiasts, of course, are very strong for it.

3. An effort to standardize or even to get agencies to accept standards in color and paper weights throughout the Government would be a tremendous job. It took two years to get the "Stamp Act" through and this dealt with an important process and procedure.

CONFIDENTIAL

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Suggestion No. 1125 (cont'd page 3)

4. There are also differences of opinion on the desired weight of card. Some prefer the lighter card; others find it not sufficiently durable.

5. We believe that standardization of details like color, size, and weight should not be attempted until there is reasonable agreement on desired standards, and at present this does not exist. So we suggest that those who favor the 5 x 8 system continue to do such missionary work as they can and arrange their own files to suit their ideas.

The Executive Officer, Collection and Dissemination, advised the Committee that:

1. This suggestion may have merit as applied to the particular problems of research analysts in recording and filing their basic data, but it does not appear to apply to OCD operations in disseminating the intelligence information received from all sources. Most of this information is received in report form on legal or letter size paper, and it would not appear practicable or economical for the various sources to change to a 5 x 8 inch color card system as apparently suggested.

2. The specific suggestion seems to be that certain material is now being received by ORR analysts on 5 x 8 cards, and that these cards should be color coded and standardized at a specified weight and quality. If agreement on a certain standard could be reached among the different sources and recipients of these cards, some economy in their cost might be effected. Each source, however, would probably require that their cards be preprinted with appropriate headings, and the various different colors required would also offset the possible economy of bulk purchase.

The Office of the Deputy Director (Intelligence) Administration advised the Committee that:

Recommend reject in light of attached 18 May memo from E.O., ORR.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1139

A. Summary of the Suggestion:

This suggestion has to do with security checks, and it involves the possible lack of thorough security checks by personnel in making daily after work checks of their assigned areas.

The writer has often attempted to make a thorough check of waste baskets while making staff duty officer security checks. This waste basket check is found to be impossible because of the refuse such as used coffee cups, milk containers, bits of food, used cleansing tissue, deposited in the baskets. This is probably true of all other staff duty officers.

In order to facilitate the inspection of a security hazard, it is requested that each organizational unit be provided with a number of small blackboard pointer type staffs to be used in the examination of waste baskets. These inspection staffs could be issued at the time the staff duty officer check list is issued, just as many Offices issue the small wooden safes now handed out.

B. Evaluation of Concerned Office:

The Acting Chief, Physical Security Division commented as follows:

"The Security Office would interpose no objection to the procurement and subsequent use of pointer staffs to be used in the examination of waste baskets.

"The security requirements for conducting the Staff Duty Check, as outlined in the Security Regulations, do not require the "checker" to examine the contents of waste baskets.

Reference: Security Regulations Manual dated 1 April 1951,
Section 10-6, page 17.

C. Recommendation of Executive Secretary:

Disapproval. It suggests an improved method for making a security check which is not required by Security Office.

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Suggestion No. 1142

A. Summary of Suggestion:

It is suggested that a certified, registered copy of the birth certificate, with the State Seal, be included in the personnel folder of each employee, for possible use in procuring passports.

It is estimated that having the birth certificate available, in the personnel folder, would save approximately \$3.00 per person in long distance telephone calls. The saving in delays and inconvenience to each employee going out of the country would be tremendous.

B. Evaluation of the Concerned Office:

While the suggestion has some merit, its application on an Agency-wide basis is questionable for the following reasons:

- a. A vast number of Agency personnel will not be required nor be eligible to travel outside the USA.
- b. ~~Those~~ who have traveled outside the USA, have or have had passports issued to them, hence do not now need such a document or certificate.
- c. Employees use such certificates for various purposes hence if they have one in their possession, they would be reluctant to give it up.
- d. Most travel, at least for the first time, is not of the crash type, hence, there is time to obtain such a certificate prior to departure.

When such certificates are available to the Agency, the Central Processing Branch can accomplish its processing activities more effectively, however, no monetary savings would accrue thereby.

While the suggestion has been made that an Agency Notice be issued advising employees who anticipate foreign travel in the future to take immediate steps to secure a birth certificate or other certification necessary for procurement of travel passports, experience indicates that such one time notices are not productive. The incidence of such cases being relatively small issuance of such a notice is not deemed warranted.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1145

A. Summary of the Suggestion:

It is suggested that male high school graduates, 17 and 18 years of age, with possibly two years to go before being drafted into the Army, be recruited for GS-3 and 4 clerical jobs with the Agency. Draft deferments should not be requested for these employees.

There are many types of clerical positions in the Agency that these young men could do, such as: mail delivery service, mail clerks, microfilming, heavy file clerk jobs, etc. that women are not physically strong enough to do.

These young men would be able to give the Agency two years of good service and would make good potential future employees of the Agency.

Monetary savings to the Agency cannot be estimated.

B. Evaluation of the Concerned Office:

The Chief, Planning and Analysis Staff, advises the Committee that:

1. Subject suggestion proposes employment of 17 and 18 year old males for GS-3 and GS-4 clerical jobs as pre-experience training prior to their being called by the draft for military service.

2. This proposal was referred to Chief, PPD and Chief, PUD who advise that such a proposal is not new, the Agency having actually carried out recruitment of this nature on a limited scale in the past and is, in fact, still, as occasion permits, doing so.

C. Recommendation of The Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

25X1D

Approved For Release 2000/08/07 : CIA-RDP80-00832A000100130002-0

Approved For Release 2000/08/07 : CIA-RDP80-00832A000100130002-0

SECRET

Suggestion No. 1146 (cont'd)

25X1D

3. Suggester should be commended for his interest in Agency problems, but it is suggested that no monetary award be made.

C. Recommendation of The Executive Secretary:

Since Suggestion is already in effect, no award is recommended.

SECRET

CIA INTERNAL USE ONLY

Suggestion No. 1148

A. Summary of the Suggestion:

Suggestion: To attach an elastic string to folder stock number - 7510-005-0978.

Use: To transmit related correspondence, incoming pouches, and groups of enclosures of files between the several offices that must process them.

Saving in time: 1) Material is not as easily lost as that fastened with clips, staples or rubber bands, thereby saving the time now expended searching for these lost items. 2) The proposed elastic string may be fastened or unfastened quicker than the present string. 3) This elastic string does not become knotted as does the present string.

Economy of Material: 1) The string now used on these folders is easily broken thus rendering the folder useless for transmittal of material. The string in the proposed folder can be easily and quickly replaced thus prolonging the folders use. 2) The present folder wears very fast at the point where the string is tied; this new folder would prevent this in two ways.

a) There is no knot to be pulled tight; therefore the pressure against the folders edge is greatly reduced.

b) What pressure remains is divided among four sections instead of two.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, advises the Committee that:

1. This office does not recommend adoption of the attached suggestion for the following reasons:

a. A representative of an office supplies manufacturer obtained an estimate for the manufacture of this type envelope; the cost of this item far exceeds the cost of the type presently stocked.

b. From an economical standpoint it is felt that the envelope presently carried in stock adequately serves the purposes pointed out by the suggestor.

2. Employee should be commended for his interest.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1151

A. Summary of the Suggestion:

It is suggested that an individual employee in each CIA Building be designated as the Insurance Agent with power to handle applications in his building. Such an Agent would of course have an adequate supply of application blanks, be the thoroughly briefed and would be able to handle insurance matters as a "Branch Office" of Room 126-A Curie Hall.

It is estimated the Agency would save from 100- 200 man hours per 100 employees located in the Washington area.

B. Evaluation of Concerned Office:

The Chief, Planning and Analysis Staff advised the Committee that, "The inauguration of the new Agency insurance programs, like any new program, goes through an initial period in which the applicants experience considerable confusion and delay in obtaining service. Such was the case in the opening days of the new health and insurance program sponsored by the Agency in the early part of September. This was due mostly to the inadequate facilities of the insurance office and it is believed that this problem has been resolved through the relocation and expansion of the insurance office facilities.

Due to the vast amount of record-keeping and technical questions relative to insurance coverage and claims and safeguarding of money and records, it was deemed advisable to contain such transactions to a single office, namely, the insurance office. The establishment of individual collectors or solicitors in the various buildings occupied by the Agency would not appear warranted in view of the problems instead of to the maintenance of records, control of money and handling of claims with its probable necessity for referring the more difficult cases to the central insurance office."

C. Recommendation of Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1153

A. Summary of the Suggestion:

It is suggested that official notices, instructions, etc. (especially those in a numbered series), be duplicated on paper which is already punched with three holes.

Each time one of these papers is filed, it is necessary to stop and punch the margin on a 3-hole punch. The majority of people who file these papers file them in a binder. Having the paper punched prior to distribution would be a time saver for them and would not be an inconvenience to those who do not use binders. This would also be an aid to neatness in that all pages in the binder would (presumably) be punched uniformly.

B. Evaluation of Concerned Office:

The Chief, Regulations Control Staff made the following evaluation:

"1. Agency issuances (which are the only category controlled by this staff) are, as a matter of policy, issued on paper pre-punched with seven holes so that they will fit any type of binder.

"2. There is no uniform control over intra-office issuances of various types. It may be possible, therefore, that the issuance the suggester is referring to is an issuance of this type, published by one of the subordinate offices of the Agency which have not established policy in this respect.

C. Recommendation of Executive Secretary:

In view of the C/RCS Comments, the suggestion is disapproved for adoption.

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1155

A. Summary of Suggestion:

It is suggested that Form 36-2, Reproduction Requisition, be made a four-part, interleaved carbon, snap-out form. The form is now made in triplicate. The fourth copy could be a flimsy white to be used as a suspense file copy in the office of the requestor until the numbered blue copy is returned. (This can be retained by initiating office at time of submission.)

The savings to be gained by this suggestion would lie in the time now required for the typist to insert carbon paper in the present form and detaching the forms from the pad. This would also permit the reproduction plant to enter information on three copies in one operation by merely requiring that the form in triplicate be forwarded to the plant with the carbons intact.

B. Evaluation of the Concerned Office:

The primary advantage in using snap-out forms exists in production-type operations. The Printing and Reproduction Division/LO has informed us that 100 or less requisitions are received per day from all components of the Agency; thus no single office apparently has any large volume of requests. This is not considered extensive enough to warrant the additional costs of obtaining a commercially manufactured form.

No need exists for a flimsy white suspense file copy as the blue copy, with job number inserted when the requisition is prepared, need not be sent to the Reproduction Plant but may be retained as the suspense copy.

For these reasons the suggestion cannot now be favorably considered. Should the total volume of reproduction requests from all or a single office show a substantial increase in the future, consideration could then be given to use of a carbon-interleaved form.

C. Recommendation of the Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1160

A. Summary of the Suggestion:

"ELIMINATION OF UNNECESSARY REQUEST FOR SUPPLIES"

Have eye-catching posters at all Supply Rooms with this message, or a similar one:

"Do you really need this or, are you requesting it just because the person in front of you asked for it."

Induce the conscious angle into the poster, this could accomplish the purpose and save the Agency thousands of dollars.

B. Evaluation of Concerned Office:

Chief, Administrative Staff, L/O notified the Committee of the following:

As a result of the supply economy program effected by Supply Division approximately one year ago, supply economy posters were developed periodically and posted on the various bulletin boards of the Agency.

Although this suggestion has been put into effect, it is recommended that the employee be commended for his interest in the program.

C. Recommendation of Executive Secretary:

Disapproval for adoption.

CIA INTERNAL USE ONLY

Suggestion No. 1162

A. Summary of Suggestion:

It is suggested that the Agency investigate the feasibility of purchasing or having developed a Times Stenafax, Wire Photo or equivalent equipment for transmitting facsimiles of documents between distant points, specifically the new Record Center and a receiving point. Some of the advantages to be received from use of such equipment would be:

No need for installing, hiring operators and maintaining teletype equipment to transmit information from documents in a hurry.

No need to ask for specific data contained in a document when requesting in order to shorten the transmitting time by teletype

No need for transmitting a document or facsimile needed in a hurry by special courier when the document or facsimile has to be seen for such things as verifying signatures, etc., then returned to the Center.

No need to maintain a special courier and car on standby basis besides the regular courier service.

No chance of compromising or losing documents since the documents will be electrically transmitted from one secured area to another.

B. Evaluation of Concerned Offices:

FORWORD: Suggestion 1162 was forwarded directly to the Office of Communications Engineering Division (without attachment or comment) by Chief, Management Staff for evaluation. It is believed that the thorough technical evaluation made by the OC Engineering Division indicates that Suggestion 1162 follows the lines of already contemplated service.

EVALUATION:

1. The general subject of electrically transmitting classified reference and record material from source of user has been and is under active consideration and study by the Office of Communications of CIA and the National Security Agency.

2. Suitable facimile equipment is now available for the transmission of unclassified material, or for the transmission of classified material between points within the confines of electronically secure areas. The transmission of classified material between physically separated secure areas requires that the facsimile signal be enciphered, or requires that a physically electronically secure transmission line be provided. Such a prototype cipher system suitable for handling classified material through TOP SECRET is now under test and will be available

SECRET

Suggestion No. 1162 (Cont'd)

for employment by the first of January 1955. This system, incidentally, is now cleared for the handling of SECRET material.

3. Several offices of CIA have expressed interest in making use of a secure facsimile system when available. From the technical standpoint, it must be pointed out that the facsimile equipment will require maintenance just as does teletype equipment; furthermore, facsimile enciphering equipment will be more complex than either pure facsimile or teletype equipment.

4. It is premature to attempt to evaluate the monetary savings, if any, that the facsimile system will offer over present read-out systems. There is no question as to the convenience afforded by facsimile transmission of documents - although even here it must be appreciated that transmission of copy will not be instantaneous. The secure system currently being considered will handle copy at the rate of 27 square inches per minute.

5. If we can assume that facsimile system now being evaluated will prove to be satisfactory and that delivery will be made as planned to offices which have already presented requirements, then Suggestion No. 1162 essentially follows the lines of already contemplated services.

C. Recommendation of Executive Secretary:

* Since this Suggestion is already in effect and no part of it makes added contribution, no award is recommended.

SECRET

Suggestion No. 1166

A. Summary of the Suggestion:

In the course of a days work our clerk who handles all incoming mail from the other offices, will sign on an average of one hundred tickets a day. This is on classified material, secret and below.

It would be an impossibility to open all of these envelopes and log in each item that is received. Therefore our incoming mail clerk signs the courier ticket and sends the envelope on to the office that it is addressed to, by our own messengers. There is no record kept to show that the envelope was ever received by the office concerned. If an office calls us and claims that they did not receive a certain piece of mail, and we did sign the ticket for it, then we are responsible for the lost item.

It is my suggestion, that if the office sending out the classified material would make three tickets instead of two, we would then be able to keep a control on all classified material that is received by our incoming clerk. By receiving all classified material with two tickets on the envelopes, we could sign one and give it back to the courier, to show that we have received the material. Then we could leave a ticket on the envelope, and our own messenger could have it signed when he delivers the material to the office designated. The ticket would then be brought back to our incoming clerk, who would keep the tickets according to days received. We would then have an accurate record of all classified material being delivered.

Note: Courier ticket attached as sample.

B. Evaluation of Concerned Office:

The Chief, Records Management Division Management Staff comments as follows:

"Form No. 35-16, Courier's Classified Mail Receipt, is now in the process of being revised by the Management Staff. A proposed revision of the form has been approved by the Security Office and instructions are now being prepared for installing it throughout Headquarters. It is believed that this form, as revised, will satisfy the needs of FI/RI. Therefore, it is recommended that the plan set forth by the suggestor be disapproved for adoption.

STATINTL

C. Recommendation of Executive Secretary:

Recommend disapproval as having contributed nothing to the solution of the problem.

CIA INTERNAL USE ONLY

Suggestion No. 1168

A. Summary of Suggestion:

I suggest that the office of Training institute a training program which will incorporate guidance along the lines of creative thinking, as described in the attached magazine article.

The article states that over 300 colleges and universities have included courses on creative thinking and problem-solving in their curriculum. As a result of experimental courses at the University of Alabama, which were conducted by the Air University, the A. F. R. O. T. C. curriculum has been revised to include a course called "Problem-solving". From this we may conclude that the program has merit.

It is my opinion that various Divisions and Branches within the Agency which are concerned primarily with research and development work would benefit greatly from such a training program. Each student could be taught to channel his thinking toward the specific goals with which his particular development work is concerned. In addition, each could include open discussion of, and possibly the answer to, specific problems might be as simple as re-routing of the shuttle busses or as complex as developing a standard Agency-wide filing system.

As a by-product, such training might well open the flood-gates of ideas that are lying dormant in one's sub-conscious mind, inundating the Incentive Awards Committee with the suggestions that may result!

B. Evaluation of Concerned Office:

Suggestion No. 1168 has merit as an idea for educational experimentation. It is difficult to see how CIA could justify the establishment of a course in Creative Thinking in the light of the pressing training jobs, directly related to the operations of the Agency, that must be tackled by the Office of Training.

The Office of Training is restricted to the practical objective of seeking to improve efficiency in operations through training that is evidently related to specific operational abilities.

Such programs as courses in creative thinking must be left to the universities and colleges, or to Government-sponsored experimental programs, for further exploration; they cannot be given any significant priority within the Office of Training.

When the practical value of courses in creative thinking has been more effectively and more widely established, and when there is sufficient demand for this type of training within CIA, the office of Training could then appropriately experiment with programs of this kind. That day, however, appears to be far distant.

CONFIDENTIAL

Suggestion No. 1168 (Con't)

25X1A

There is maximum opportunity in the Agency today for each supervisor to try out [REDACTED] ideas as part of the job of effective supervision. Evident results from creative thinking as a supervisory technique would greatly strengthen any requirement for a course in this field.

25X1A

A copy of [REDACTED] has been ordered for the OTR library.

C. Recommendation of Executive Secretary:

Recommend disapproval.

CONFIDENTIAL

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Suggestion No. 1172

A. Summary of Suggestion:

It is suggested that corners be designed for permanent attachment to flat-topped safes. I have observed in a large number of offices that Security Check Sheets (Form 38-7) are applied to safe tops with scotch tape. This tape is expendable since check sheets must be replaced every 30 days. Each new sheet requires a new application of scotch tape. Scotch tape manufacturers no doubt like this but it is hardly economical considering the number of flat-topped safes this agency must have. After an initial outlay for permanent corners, upkeep should be negligible. In addition to the saving on scotch tape, a saving in time would result since it takes clerical help a number of minutes to put out new sheets when old ones are filled. With corners fresh sheets could easily be slipped into place. Attached is a rough sample of the type corner I had in mind. The material from which the sample is made might not be durable enough but a little experimentation would solve that.

It is believed that the corner is a great saving. If this is not agreeable, a directive might be considered stipulating that Security Check Sheets be attached to safe tops with a small piece of scotch tape at center top and bottom, even this would be a saving.

The suggestor stated that he had no way of estimating monetary saving since he did not know how many flat-topped safes are in use not did he know how many clerical personnel are engaged in the time consuming operation of changing the sheets every 30 days.

B. Evaluation of Concerned Offices:

The Chief, Records Management Division, /MS advised the Committee of the following:

"1. The attached suggestion which recommends the use of "corners" for holding Security Check Sheets (Form 38-7) to the top of safe type file cabinets is returned.

2. Although the suggestion itself has some merit this office does not believe it is practical for the following reasons:

a. The cost of adopting this suggestion, processing a directive to implement it, procuring, stocking and maintaining records of these corners and replacing them when necessary would far outweigh any "savings" which might be realized in scotch tape.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1172

b. In proportion to the total amount of scotch tape used in the Agency, the quantity used for this purpose is probably insignificant. Although the proponent believes that the savings to be realized would be considerable, it probably would be more costly to the Agency to adopt and implement the suggestion.

c. The suggestion itself, in some form or other, is already in use in many offices. Some of these offices use masking tape which can be reused. Others fasten a piece of cardboard with a fastener in it to the top of the cabinet. This makes it necessary only to replace the check sheets.

d. The type of corner suggested would not be permanent as the suggestion contends. Experience in this office for the past year with the same type of corners indicates that they last from 4 months to a year. During this time they become worn, frayed and dirty. They then present a very unsightly appearance and require replacement.

e. The time consuming operation of changing sheets every 30 days is not as profound or time consuming as the suggestion infers. This operation is usually accomplished by clerical personnel as time becomes available or even prior to work hours if necessary.

f. Finally, the suggestion makes no mention of safes, vaulted areas or doors with combination locks which also use these security check sheets. It would be difficult if not impossible, for the suggestion to be implemented in these cases.

3. With reference to the alternate suggestion of attaching the security sheets with a small piece of tape at the top, center and bottom of the form this is already being done. Many offices, for instance, use only a small piece of scotch tape on each of the corners. This is basically what the proponent suggests.

4. This office does not wish to imply that the suggestion is worthless. As indicated in paragraph 2 above it does have merit. However, the practicality and cost of adopting the suggestion must also be considered. This office, therefore, recommends disapproval."

C. Recommendation:

In view of the above comments, it is recommended that this suggestion be disapproved for adoption.

CONFIDENTIAL

Suggestion No. 1173

A. Summary of the Suggestion:

It is suggested that legal bond paper, manifold and ozalid papers 24 x 8 be stocked in supply rooms where office requirements call for charts on paper that size. Valuable time is wasted by scotch taping smaller size papers together.

B. Evaluation by Concerned Office:

1. Present demand for this type paper is apparently confined to one element of the Agency and is not sufficient to warrant stockage. As this is not a standard type item it is recommended that the using element submit a requisition for this item as required.

2. Suggestor should be commended for his interest.

C. Recommendation of Executive Secretary:

Recommend disapproval.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1174

A. Summary of Suggestion:

My suggestion is one primarily designed to raise morale. It concerns the cafeterias which have long been the subject of low morale. The suggestion I wish to present is that travel posters from air lines be used to decorate the otherwise drab walls of the cafeterias.

This can be accomplished at no cost to the agency except for wooden frames into which new posters can be inserted periodically. The posters are available from all the international air lines, who would certainly be glad to have them placed within the Agency.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff, Logistics, advised the Committee that:

1. Reference is made to Employee Suggestion No. 1174, recommending the display of commercial air line posters on walls of cafeterias for decorative purposes.

2. This is to advise that policies, established by the Administrator, General Services Administration, invested with the authority under Public Law 566, prohibits the display of commercial advertising or posters in public buildings. The reasoning behind these policies are obvious, since the field of commercial advertising is so extensive in scope.

3. It is our opinion that the suggester refers to the Tempo K cafeteria. If so, information can be passed on to the effect that this dining area is presently under study as to the operation and decor. This study could include the recommendation that scenic wall paper be installed on the north wall with multicolor paint scheme applied throughout. The availability of funds may prove to be the determining factor regarding this problem.

C. Recommendations of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1175

A. Summary of the Suggestion:

It is suggested that some element of CIA that is authorized public contacts, such as Personnel Relations or Security, be made responsible for a service to Agency personnel as follows:

That reputable realtors and personnel of property management firms licensed in the District of Columbia, Maryland and Virginia be cleared and security briefed for handling real estate sales, rentals, listings and property management and maintenance for Agency personnel.

This would be helpful in preserving security and aiding Agency personnel ordered overseas or out of the area for extended training.

B. Evaluation of the Concerned Office:

Suggestion No. 1175 was reviewed by Employee Service Division and the following comments submitted:

a. The Agency has not assumed responsibilities for handling realty affairs for its employees, and the legal implications attending such a responsibility are believed to be beyond the Agency's capabilities.

b. Services Branch, Employee Services Division, serves as a referral agent only, using the Armed Forces Housing lists, and reputable Real Estate organizations. Referrals do not entail security clearance of such companies or individuals, nor do they imply any Agency responsibility for results. Such referral policy is considered adequate in the light of past experience.

c. Sale or rental estate is considered a personal problem of the employee to be negotiated by him or his agent (realtor). While the suggestion confines the Area to Metropolitan Washington, its adoption would have wider implications, possibly national coverage.

d. Should the Incentive Awards Committee deem it advisable to pursue this suggestion further, referral to Security Office and General Counsel would be appropriate, however, the suggestion as submitted is not recommended for adoption.

The Chief, Policy Staff, Security Office, advises the Committee that:

1. This Office concurs in paragraph b. of OP's evaluation of this Suggestion.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1175 (continued)

2. From a security standpoint, it would not be feasible for the Security Office to attempt to clear the outside personal contacts of Agency employees. It should be noted that real estate agents are only one category of such contacts. The establishment and maintenance of cover for personnel ordered overseas is the technique by which Agency affiliation is safeguarded.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1179

A. Summary of the Suggestion:

During or around May, 1953, I submitted to the Committee a suggestion that "piped-in" or recorded music be utilized in areas where its use by commercial and other government units has proven beneficial as a morale builder and a stimulus to higher productivity.

On the 14th. October, 1953, Mr. Geo. E. Meloon, informed me by letter that this suggestion was impracticable principally because the cost of installation and maintenance of such a system was not commensurate with the resulting benefits.

In the meantime there have been considerable changes that have materially altered the conditions under which the suggestion was originally offered. In view of this, it is requested that the Committee reconsider the proposal with the following substitutions and additions:

STATINTL

1. By areas or places for installation, please substitute the [REDACTED]. Formerly, the different locations where music could be used were considerably dispersed whereas today most of these have been integrated and localized under one roof at the Depot.

STATINTL

2. For the plan of financing, please disregard and substitute the following; There is in present operation in the [REDACTED] Depot a public address system with speakers effectively located throughout the building. This system could be utilized to furnish the recommended music by connecting it to an F.M. radio that is in constant operation in the Test & Evaluation Section here at the Depot. The only cost involved in this arrangement according to the Chief of that section would be the price of fifty (50) feet of wire from the radio to the control panel of the address system and a switch which would allow full use of the address system whenever necessary.

STATINTL

3. It might be mentioned that music has been utilized in the [REDACTED] Depot in the above noted Test & Evaluation Section since June, 1953 to the great enjoyment and satisfaction of their personnel and to the envy of fellow-workers located elsewhere in the Depot.

CIA INTERNAL USE ONLY (CONT.)

CIA INTERNAL USE ONLY

Suggestion No. 1179 (Page 2)

B. Evaluation of Concerned Office:

The Chief, Administrative Staff, L/O commented as follows:

STATINTL

"Prior to receipt of this suggestion, attempts were made to provide employees of the [REDACTED] Depot with recorded music through use of the PA system, with the following results:

" The reception was poor due to noise in Shop areas, fork lifts, and other power equipment such as nailing machines, power saws and air compressors.

"The majority of personnel complained of the interference, therefore, the music was discontinued.

It is recommended that the suggestion not be adopted."

C. Recommendation of Executive Secretary:

Disapproval for adoption.

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1180

A. Summary of Suggestion:

Legal size four (4) drawer safe file made by Remington Rand cost approximately \$450.00 each.

They weigh from 650 lbs, and upward and are extremely difficult to handle, needs about 4-6 men. They are heavy, bulky, and awkward and are damaged very often during handling, because they must be laid on their sides, then placed upon a fork lift, which in turn damages the sides (oftentimes on the inside as well).

They damage many floors of various materials from rust, stains, and corrosion. The safe is also damaged on the bottom by rust. Carpets are often ruined by stains from rust.

This is all due from the safe not having any material to keep it raised from the floor. Casters are not practical because the weight is not distributed equally.

Suggestion: Heavy U-shaped channel iron could be bolted on the bottom of all safes, using the same drilled and tapped holes already on the bottom of such safes.

The channel iron should run the width of the safe so the weight would be distributed evenly, should be two (2) inches high to allow a fork lift to get under and lift it up. Bottom of channel iron should be flat in order not to cut floor, rugs, or tile.

This will eliminate the need of so many men handling it; it allows the use of a fork lift for ease of handling and moving.

B. Evaluation of Concerned Offices:

The Chief, Administrative Staff, LO advised the Committee of the following:

"1. The procedure for storage of four drawer safe files in the warehouse involves use of pallets. The ideal method is to place two files on a pallet in an upright position. However, in order to have a more stable stack, these files are laid on their sides on a pallet if stacking to extreme heights.

2. It is not feasible to attach skids to the files merely for handling within the warehouse. Due to the light floor load capacity in the offices of this Agency, it is more advantageous to have the entire bottom surface of the file in contact with the floor. The suggested skids would cause a concentration of weight on a much smaller bearing surface.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1180

3. It is recognized that files are sometimes damaged in delivery to local offices, but such damages are incurred in moving through the narrow hallways and stairwells of the buildings used by the Agency.

C. Recommendation:

In view of the above comments, it is recommended that this suggestion be disapproved for adoption.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1181

A. Summary of Suggestion:

It is suggested that the entrance to the second floor of M Building which is opposite room 2061, be kept open for an additional fifteen minutes each evening. At the present time it is closed at five sharp. As a consequence, many of the employees who normally use that entrance, put away their work early so they do not have to walk around to other exits. One branch of which the Suggester is informed officially locks up their classified material at a quarter to five so its members can depart through the 2061 exit. Unofficially many others do the same thing.

It is estimated that 150 people are quitting their work 15 minutes early. At an estimated salary of \$2.00 per hour, this would mean that the US is paying \$75 each evening for employees to lock up their safes and get through the door before 5:00 P.M.

25X1A

1. [REDACTED] Executive/SI advises the following:

"On several occasions over the past six months, OSI has considered making a request along the lines of the subject employee suggestion, and, in fact, on various occasions when senior personnel were engaged in conferences extending past 5:00 P.M., we have arranged for the entrance in question to remain open. Beyond this, we have never had evidence that the problem was sufficient in magnitude to request that the entrance be kept open after five o'clock as a matter of course.

From this it can be concluded that the employee suggestion has already been a matter of general concern and is not sufficiently unique to warrant approval at this time. In any event, in view of our move to Barton Hall this week the entire question is moot."

25X1A

2. [REDACTED] advises the following:

"I am returning the attached with the recommendation for reject, inasmuch as whatever problem might have existed has now been solved by the move of OSI to Barton Hall and a realignment of the entrances to the Special Center in M and Q Buildings."

B. Evaluation of Concerned Offices:

25X1A

[REDACTED] Executive Secretary, Incentive Awards Committee, in a memorandum to [REDACTED] advised the following:

25X1A

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1181

25X1A

"1. Transmitted herewith is a suggestion which has been submitted in accordance with CIA Reg. [REDACTED] Incentive Awards Program. Inasmuch as your staff is especially qualified to evaluate suggestions in this area of operations, it is requested that this suggestion be reviewed as to the possibility of adoption for improvement in Agency operations.

2. Please include in the evaluation an estimate of savings that might be realized through adoption of the suggestion. If no monetary savings can be estimated, note any improvements such as better morale or working conditions that you believe would result. If the suggestion is one that will result in savings over a period of years, the estimate should reflect the average annual savings. For your convenience, a form for the evaluation of the employee suggestion is attached.

3. Your assistance in furthering the improvement of Agency operations through your cooperation in this management improvement program is appreciated by the Committee."

C. Recommendation:

In view of the above comments, it is recommended that this suggestion be disapproved for adoption.

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Suggestion No. 1185

A. Summary of Suggestion:

It is suggested that the Agency investigate the feasibility of reducing the number of times the Agency Telephone Directory is reproduced in a year from 4 to 3 editions. This change would reduce the cost of revising, printing, security controlling and handling by 25% or more. The savings to be achieved outweigh the disadvantage of one month's delay in receiving a new directory since it should be remembered that the information contained in the Directory is only current up to the date of publication.

It is also suggested that the Directory contain the following information:

1. The hours the Building Supply Rooms, Snack Bars, Cafeterias, etc. are open and closed, such as the Directory now lists the Credit Union's hours in the functional section of the Directory.

2. Bus Stops and Time Schedules.

B. Evaluation of Concerned Offices:

The Chief, Administrative Staff, LO advised the Committee of the following:

1. The quarterly publication of the Agency Telephone Directory is consistent with the practice followed throughout the Government and is desirable, if not essential, due to the frequent changes affecting most personnel as a result of reassignments, transfers, separations, organizational changes, moves, etc.

2. The quarterly publication of the Telephone Directory provides for adequate notification of essential locator information for Agency personnel.

3. A less frequent publication of the directory would necessarily result in increased workload to the telephone operators who would be required to furnish additional reference service to callers. At the same time, callers would experience a loss in time as a result of relying on a reference service in lieu of the directory for essential locator information.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1185

4. Experience dictates the inadvisability of including bus schedules in the directory. Revised bus schedules must be published as and when needed, and cannot wait for a prescribed time period. Also, it is believed that information regarding the opening and closing hours of Building Supply Rooms, Snack Bars, etc. obtain desired results more readily when posted at the area concerned, rather than in the telephone directory.

C. Recommendation:

In view of the above comments, it is recommended that this suggestion be disapproved for adoption.

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Suggestion No. 1186

A. Summary of Suggestion:

It is proposed that a display board be used which could be mounted outside each Building Supply Room during the hours of "business." Such a board might be constructed of "peg-board" material to make possible the mounting of items by either pegs or thumb tacks.

If attractively arranged and placed in a conspicuous place, the display board would not only be informative to persons requesting supplies but would also attract the attention of passers-by. A prominent title should be given to the board. "WHAT'S NEW IN SUPPLY" is suggested.

B. Evaluation of Concerned Offices:

Chief, Administrative Staff, LO advised the Committee the following:

1. Use of the suggested display board to announce availability of new supply items could easily result in personnel requesting unnecessary supplies.

2. At the present time Supply Division, LO is providing the Administrative Offices of headquarters components with a Supply Bulletin containing data on any new item being stocked in Building Supply Rooms. This method of notification is believed to be more desirable than the suggested method.

C. Recommendation:

In view of the above comments, it is recommended that this suggestion be disapproved for adoption.

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Suggestion No. 1202

A. Summary of the Suggestion:

The suggester proposes in the best interest of security, reduction of man hours and the cost of materials that Form 34-45 "Employees Statement of Earnings and Deductions" be 1) discontinued, except when required to indicate some major change in pay status, 2) forwarded to the employee's office by inter-Agency messenger rather than by mail, 3) included with a notice attached cautioning the employee concerned to treat the statement as confidential.

B. Evaluation of the Concerned Office:

The Chief, Fiscal Division, recommends that the suggestion be disapproved for adoption based on the following comments: Agency security should not be compromised by an occasional careless disposition of the form as other Government agencies use similar IBM cards which make no reference to the place of employment. The percentage of checks mailed is limited and the form accompanies those mailed to home addresses and not to banks. The form was designated to furnish each employee with the necessary information involving his earnings and deductions. The majority of the employees desire to receive the form, and previous review has indicated that distribution is more costly on a selective basis.

C. Recommendation of The Executive Secretary:

The Executive Secretary concurs with the opinion of the Chief, Fiscal Section, and recommends that the suggestion not be adopted.

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Suggestions No. 1208, 1209, 1223, 1225

A. Summary of the Suggestion:

These suggestions pertain to the recent Agency ruling that official telephones were not to be utilized for outgoing personal calls.

The suggester (1208) proposes that in the interest of reducing outgoing personal calls from Agency phones (Dial 9) some thought be given to disconnecting official phones from outside lines. It is further noted that such telephones could be plugged in the Central Exchange Areas and by dialing 9 would produce a busy signal - or nothing.

The suggester (1209) proposes that the number of private phone booths in Agency buildings be increased and made more accessible to the employees. It is believed that increased numbers of phone booths would curtail employees inclination to utilize an official telephone located on a nearby desk. It is further suggested as an alternative that one or two Agency telephones be located in each branch and available for outside official calls. Other Agency telephones would be for internal and code use.

The suggester (1223) proposes that voluntary contribution envelopes be distributed as a means for collecting from employees the cost of their outside personal calls made through official Agency telephones. The envelopes could be sent to the Agency telephone section every two weeks through the appropriate administrative staff. The procedure, as outlined, would eliminate time lost waiting in line to make a call from a phone booth and repay the Agency for the personal calls made on the official telephones.

The suggester (1225) proposes that all outside lines connected with the official Agency telephones be disconnected and official calls be made through an operator outside the Agency. He believes that this step would be a money saver and would instill greater security consciousness on the part of the caller.

B. Evaluation of Concerned Office:

The suggestions enumerated above were forwarded to the Chief, Administrative Staff/LO, who disapproved them for adoption based on the following facts: "This office is aware of numerous considerations regarding the use of Agency telephones and is presently engaged in carrying out recommendations contained in a Staff Study dated 2 June 1954. One of the conclusions reached in the study was: The inadvisability of restricting the use of Agency telephones due to increased costs and effect on morale.

CONFIDENTIAL

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Suggestions No. 1208, 1209, 1223, 1225 (continued)

The matter of installing additional public telephones is another consideration contained in the above mentioned study and is directly related to the matter of Agency restricted lines.

While it is not feasible at this time to provide for restricted Agency lines or additional public phones, such restriction and/or facilities may be provided for in the future, but only after present efforts, aimed at correcting the misuse of Agency telephones, have failed."

C. Recommendation of The Executive Secretary:

The Executive Secretary, in view of the above noted evaluation, concurs with the opinion of the Chief, Administrative Staff, LO, and recommends the disapproval for adoption of these suggestions.

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Suggestion No. 1227

A. Summary of the Suggestion:

I think it would expedite the line in the cafeteria in Curie Hall if the Chef would prepare the hamburgers and have them served along with the hot dogs. So many people in the grill line wait for made-to-order sandwiches and it creates quite a bottle-neck in front of the door and there is a lot of time wasted and I don't think it is fair for the people who wait in back of the line.

NOTE: The girl serving Hot Dogs could also serve the Hamburgers, which are all made up, cooked, and kept hog on the Grill, rather than wait for the Chef, who may be preparing several Hot Sandwiches (Steaks, etc.), to attend to serving the hamburgers.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, advised the Committee that:

1. Reference is made to the attached Employee Suggestion No. 1227.

2. Investigation by this Office reveals that due to cramped quarters and limited facilities it would be hazardous for the counter girl serving hot dogs, soup, etc., to obtain hamburgers from the grille. The counter girl would be required to wedge her way between the Chef and his helper in this small crowded area.

3. Individuals who order hamburgers only, may upon nearing the Chef bypass others who are waiting for made-to-order sandwiches.

4. In view of the foregoing, the suggestion is being returned herewith for proper disposition.

C. Recommendation of The Executive Secretary:

Disapproval

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Suggestion No. 1240

A. Summary of Suggestion:

REVISION OF FORM NO. 60-34.

In my experience about one-fifth of the extracts prepared for inclusion in Industrial Register files require only the upper half of form No. 60-34. Since preparation of material for the files requires the removal of the bottom portion (below the dotted line) of the form in cases where no information is written or typed thereon a real waste of expensive paper seems evident. This is all the more apparent when one realizes that the piece of the card cut-away is discarded as waste and yet is as large as the top portion used in the process. If this lower part were printed with the same form as the top part then the typist could, in cases where only half a card was needed, cut the form in half and she would then have half to be used the next time she had need for the smaller size. The wasteful practice of throwing away the blank lower half of the present form would be eliminated and a savings would result even though the large and the small forms would have to be produced to implement my suggestion.

B. Evaluation of the Concerned Office:

The Chief, Industrial Register, Collections and Dissemination, advised the Committee that:

1. This suggestion is not new to the Industrial Register, which utilized half-sized cards from 1947 through 1951. Their use was discontinued when studies showed that they provided, in the large majority of cases, insufficient space for extracted information.
2. It has been determined that much of the information entered on the heading of the present ICF Card (Form 60-34) is needed on only one card in each industrial dossier. Subsequent addition to the dossier can be identified in less detail. Prior to the receipt of this suggestion a new, condensed form had been devised for these cards which are added to existing dossiers. The condensed form will give considerably more room for extracted data on an 8" x 5" and 8" x 10" sizes. It is anticipated that 80% of the new additions to IR files will be made on this new form.
3. The use of this new form will alter materially the current pattern of document exploitation in the Register and will curtail radically the use of the present Form 60-34. The advantages described in subject Employee Suggestion have been provided for by the new form. In view of these facts, the Industrial Register recommends disapproval of the suggestion.

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Suggestion No. 1240 (cont'd)

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1242

A. Summary of Suggestion:

I suggest the circulation of a listing of available commercial sources of unclassified scientific translations, together with titles of journals exploited and repository, thereby saving unnecessary exploitation, and indexing of this information by individual and indexing of this information by individual articles. For example, the Consultants Bureau regularly translates complete issues of several Russian scientific journals.

The saving in time and duplication cannot be determined.

B. Evaluation of Concerned Office:

The Executive Officer, CD, advises the Committee that:

1. Foreign Documents Division/00 undertakes as part of its mission to control, index and exploit translations already available from both governmental and commercial sources. Accordingly, this suggestion has been discussed by phone with the Chief, FDD, who has agreed to reply in detail to it.

2. CIA Library while relying primarily upon FDD in translation matters does purchase specific items on occasion as part of its book procurement responsibility and maintains in its reference collection such research aids as "Bibliography of Translations from Russian Scientific and Technical Literature" published by the Library of Congress.

The Chief, Foreign Documents Division, 00, advises the Committee that:

The Consultants Bureau is the only commercial service which systematically translates selected Russian scientific journals. It would be of considerable help to us if commercial sources provided regular translations of other scientific journals. Unfortunately, this is not the case to our knowledge. There are many commercial sources which from time to time translate an occasional article from one or another of the Russian scientific journals. However, there is no regularity in this process. A year ago Columbia University was translating under government contract all physics articles from one Russian journal. This was discontinued eight months ago. A circulation of a listing at that time would then be limited to one source, i. e., the Consultants Bureau. The listing of any other sources would be complicated by the following facts: (1) commercial enterprises do not wish to be identified as the source for translations they undertake; (2) all sources, other than the Consultants Bureau, translate an article from a journal upon a specific request for such translation and do not limit themselves to translating articles from any journal.

CIA INTERNAL USE ONLY

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Suggestion No. 1242 (cont'd)

Thus, it becomes absolutely necessary, in order to avoid expense of duplicate translation of an article, to index each article that has been translated.

We therefore reach the conclusion that the suggestion is not feasible and cannot be adopted.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1246

A. Summary of the Suggestion:

[REDACTED]

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It has been Agency practice during the past year to give such personnel shots, vaccinations and physical examinations as prescribed in foreign travel regulations designed for areas where health hazards are more real. It is hereby suggested that the medical office be given authority to exempt [REDACTED] other areas from such treatment for personnel going on brief trips.

25X1C

25X1C

25X1C

Having spent three weeks as a tourist [REDACTED] this summer [REDACTED] and having survived this ordeal without benefit of shots of any kind, the suggester does not believe that there is sufficient justification for the fact that a colleague in the branch has spent 6 hours being innoculated, injected, examined and vaccinated for a two-day trip [REDACTED] has paved streets and a modern sewage system.)

25X1C

Productive time lost appears to be at least six hours per person (including transportation time, waiting in the medical office and examination and inoculation time). In addition there is the cost of the unnecessary serums and the doctor's time to be considered. The suggester believes that a minimum saving of twenty dollars per person per trip could be effected. ORR records indicate that about 5 persons per quarter go [REDACTED] on official business, some of whom get the complete medical treatment; others get booster shots. Savings then, on [REDACTED] trips, by ORR personnel only, may run as high as \$200-400 dollars per year.

25X1C

25X1C

A further savings may be effected, when security conditions permit, by allowing Agency employees to state that they are US Government employees rather than giving them some non-government cover. This will permit a savings to the Agency of the extra tax on plane transportation. This has been done in the past with a savings to the Agency--but the current method of purchasing air tickets [REDACTED] necessitated payment of the tax. (Savings here would be to the Agency rather than to the Government.)

25X1C

B. Evaluation of Concerned Offices:

The Chief, Medical Staff comments as follows:

1. The above reference, Suggestion Number 1246, recommends that personnel be exempt from physical examinations and immunizations, if they are traveling to [REDACTED] certain other areas.

25X1C

2. Continuing investigations by the Agency Medical Office,

CONFIDENTIAL

-2-

CONFIDENTIAL

Suggestion No. 1246

the United States Public Health Service and other Government Agencies concerned with the medical aspects of personnel engaged in international travel, indicate that there is sufficient evidence to require appropriate physical examinations and immunizations for such personnel.

3. Attention is invited to the fact that such personnel are traveling under Government orders and hence, there is a responsibility on the part of the Government to provide these services. This fact has been recognized by Congress in establishing authority to provide examinations and immunizations for Federal employees (P. L. 110).

4. It might be noted further that immunizations (such as are required for Agency personnel traveling [REDACTED] are required in all metropolitan areas of the United States for entrance into elementary schools notwithstanding the high degree of public health and situation which exists in these areas.

25X1C

5. In conclusion, the Medical Office considers the examinations and immunizations currently required for international travel are essential to the best interests of the Government and the individual employee.

C. Recommendation of Executive Secretary:

Disapproval

CONFIDENTIAL

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Suggestion No. 1251

A. Summary of the Suggestion:

CIA Take immediate steps to obtain additional parking places for employees in the Barton Hall area.

1. Obtain permission and funds from the proper authorities to convert the polo field near the inlet bridge (not far from 14th St. Bridge) into a parking lot. This field which now serves a few people occasionally would then serve several hundred people daily.

2. If the polo field cannot be used, I suggest that an effort be made to convert several of the large grass plots and lawns in the vicinity of Barton Hall to parking areas.

3. If item 2. cannot be accomplished, I suggest that all parking areas now in use be assigned on a 30 day rotating basis to employees who apply for spaces. This seems to be the only equitable method of handling the problem with the present number of parking spaces.

B. Evaluation of the Concerned Office:

The Chief, Administration Staff, Logistics, advised the Committee that:

The Department of Interior and National Capital Parks have declined to allow any further encroachment on park property for such facilities.

1. Policies established by the General Services Administration prohibit parking between the wings of temporary buildings due mainly to the fire and safety hazard that would be prevalent.

2. Even if the above regulations could be rescinded, the General Counsel has rendered opinions that this Agency has no authority to expend sums of money for improvement of government grounds as parking facilities for employees.

3. Regarding item # 3 of the attached, parking spaces are assigned to components on a T/O basis. The office concerned then makes the individual assignment. Each office has the prerogative to assign their spaces on a 30 day rotating basis, grade, seniority or car pool system.

4. In view of the foregoing, it is recommended that the suggestion be disapproved for adoption. The suggestion is being returned herewith for appropriate action.

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Suggestion No. 1251 (con't)

C. Recommendation of The Executive Secretary:

Disapproval

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Suggestion No. 1253

A. Summary of the Suggestion:

In the usage of abstract paper the top carbon is discarded. There are about 100 sheets in a tablet. Abstracts are typed in 7 - 8 copies, that would leave approximately 14 carbons unused. They are the graphite carbons and cannot be used generally for projects, letters, or such. There is a market for them, however, in Art Supply stores. If an arrangement could be made for the sale of these carbons, or perhaps our own art department could make use of them it would mean considerable saving. Another course would be to interest the procurement division for all government agencies.

Our own branch disposes about 50 sheets a week, but there are other branches who use these tablets and the collective amount may be worth consideration.

B. Evaluation of the Concerned Office:

The Deputy Chief, Foreign Documents Division, Office of Operations, advises the Committee that:

When abstracts first were prepared on multiple carbon paper in FDD the only stock available was [REDACTED] used by [REDACTED] from whom this Division procured it. Some time later Supply began to carry a cheaper grade of multiple carbon stock called "Letter X" as a regular stock item which we are now using.

The writer is wrong in two assumptions; first, graphite carbons are useful for any purpose in which standard carbons are used and second, Reproduction Section of FDD has always collected the excess carbons for use there. If the suggester has been destroying his or her carbons it is due to a misunderstanding as to regular procedure.

C. Recommendations of the Executive Secretary:

Disapproval

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STATSPEC

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Suggestion No. 1254

A. Summary of the Suggestion:

In order that the US Government may improve its control over government employees as far as security is concerned, as well as saving manpower, time, and large sums of the tax payers' money in clearing prospective employees for security positions, it is suggested that all security clearances of personnel in various government agencies dealing with security matters be effected by a single organization established solely for that purpose under the jurisdiction of the FBI. A uniform clearance of personnel within a given security bracket (confidential, secret, top secret, etc.) performed by a single organization at scheduled intervals would have the following advantages:

1. All personnel cleared for CONFIDENTIAL, SECRET, TOP SECRET, etc. work, could be transferred from one agency to another without having to be cleared for a second time, provided their new duties would not require a clearance which is higher than the one for which they have been initially processed. This means that a person cleared for CONFIDENTIAL work could be transferred to another agency without having to be cleared a second time, provided his new duties would not require a higher clearance. A person cleared for TOP SECRET work could hold any job in the US Government which did not require a special clearance.

2. Individual agencies would be absolved of the duty to assist the FBI in clearing their own prospective employees, thus saving manpower, time, and funds as well as effecting a standardization of the clearance procedure.

3. Agencies would not have to wait four months any longer before their prospective employees could go on duty.

4. A periodic and systematic review of all clearances would be assured. (At the present time the clearances of all initially cleared personnel are probably not reviewed periodically; in many cases they are probably reviewed only when a person is transferred to another position within his agency or is transferred to another agency.) Such a periodic review of clearances would effect a systematic detection, control, and discharge of employees who have become security risks, for whatever reasons, since their cases were last reviewed.

5. By having the clearance procedure centralized, the chances of penetration by security risks and even enemy agents into government agencies would be greatly reduced, if not altogether eliminated, because the acceptability of prospective employees on security grounds would not vary from agency to agency. This means that a person cleared for TOP SECRET work by a single organization in the

CONFIDENTIAL

-2-

CONFIDENTIAL

FBI would be equally acceptable to all US Government agencies for the performance of duties requiring a TOP SECRET clearance. (It is conceivable that under the present clearance procedures a person cleared for TOP SECRET work in one agency may not be cleared for TOP SECRET work in another agency because the security standards in the two agencies might not be the same.

6. By having the clearance procedure standardized, lengthy clearances for liaison between persons of different agencies would be eliminated. Officers controlling inter-agency liaison would only have to ascertain the clearance bracket (confidential, secret, top secret, etc.,) of those participating in the inter-agency liaison and make sure that the discussions are limited to those topics which may be discussed in the presence of the person with the lowest clearance.

B. Evaluation of Concerned Office:

Chief, Security Division

This suggestion has been reviewed. It is a matter which pertains to the Government as a whole rather than to the operations or procedures of only this Agency. Accordingly, it can be neither approved nor disapproved for Agency use. It is pointed out, however, that this suggestion would place into operation a procedure inconsistent with the responsibilities placed upon Agency and Department heads by existing statutes and Executive Orders. This Agency, itself, would object to a procedure which would shift its responsibility or lessen its authority.

C. Recommendation of Executive Secretary:

Disapproved

CONFIDENTIAL

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Suggestion No. 1256

A. Summary of the Suggestion:

It is suggested that corridors in Barton Hall be equipped with exhaust fans so that there is not a marked difference in the temperature when entering the corridors from air-conditioned offices, and vice versa. This improvement in temperature control will even the load on the air-conditioning units, as well as being a good morale factor by the prevention of colds, etc.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. Reference is made to Employee Suggestion No. 1256, recommending the installation of exhaust fans in the corridors of Barton Hall, for the purpose of reducing the temperature differential between office and corridor space.

2. The selection of window-type air conditioning capacity is based normally on the cooling load as determined for space occupied by offices, laboratories, conference rooms etc. Any attempt, therefore, to air condition corridors and other space not presently provided for would burden the existing units beyond their capacity. As a result, most of this equipment would become totally ineffective.

3. A few Agency occupied temporary buildings, (Quarters Eye and Alcott Hall) do have sufficient air conditioning capacity to handle corridor space. In such cases, adequate cooling of the corridors is effected by the occupants leaving their room doors open. When this is practiced, natural air circulation precludes the need for any mechanical methods of moving air (forced draft fans, exhaust fans, etc.). Of all Agency tempos, Barton and Curie Halls, have the least amount of air conditioning units, only about 70 per cent of the office space being provided for. Any plan, therefore, to make use of these units in cooling corridor space in either of these buildings would be impracticable.

C. Recommendation of The Executive Secretary:

Disapproval

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Suggestion No. 1257

A. Summary of the suggestion:

It is suggested that all window panes in critical areas which should be screened from view of the general public be replaced with directional view glass. This is needed as an additional safeguard of classified material, especially on desks near windows. Frosted glass is not satisfactory due to an effect of lowering the morale of the individual worker. Glass which permits only view in one direction is a commercial item.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics Office, advised the Committee that:

1. Reference is made to Employee Suggestion No. 1257, recommending directional view window glass in lieu of frosting paint on window glass where required for security reasons to shield room contents from public view.

2. This is to advise that the suggestion is completely impracticable.

3. Installations of this type require as much as 70 per cent light differential between the area to be protected and other space. While this ratio of light is obtained during bright sunny days, the result would be reversed during dark winter days or at night.

4. The principle of the glass is that one side has a high reflective quality of from 50 to 90 per cent with a low light transmission range of from 5 to 30 per cent. The reflective side is placed to the outside to prevent transmission of sight by reflection of the light.

5. The perfection of performance is governed by the difference in brightness between the two areas. One-way mirror glass costs approximately \$8.00 a square foot, as compared to ordinary clear window glass at 34 cents, and frosting paint at \$2.50 per quart, which will cover approximately 750 square feet of glass.

6. We suggest that the employee recommend to his administrative officer that a survey be made by the Physical Security Office/I&S in regard to the possible use of venetian blinds in lieu of the frosting paint.

7. The Physical Security Office verbally concurs with the security aspect of these statements.

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Suggestion No. 1257 (con't)

C. Recommendation of The Executive Secretary:

Disapproval

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Suggestion No. 1261

A. Summary of the Suggestion:

With the installation of air conditioning in various agency buildings, wall fans are now obsolete. Presuming these many fans are Agency property, they could well be sold or turned over to other federal installations. If they are the property of GSA, that agency could probably utilize them else where.

In addition to their obsolescence, these wall fans take up valuable electric outlet space, gather dust and constitute a genuine hazard for tall people.

While this entire suggestion is very obvious, it may well be that it has been overlooked for that very reason.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advised the Committee that:

1. Reference is made to Employee Suggestion #1261 recommending the removal of wall fans in air conditioned space.

2. Inasmuch as wall fans are the property of the General Services Administration the responsibility for their removal is in their hands. Furthermore, it is an established practice to conduct periodic surveys for the purpose of surveying areas where air conditioning has been recently installed with the intention of locating fans which may be removed. Because of the pressure of other duties GSA mechanics are frequently required to delay such surveys, thus giving the impression that this practice is being neglected. Personnel of this office, however, are cognizant of the fact that many areas exist where fans are still mounted in air conditioned space. Every effort is being made to apprise the PBS Superintendents of these locations and have them remove those fans that can be spared.

3. As in the case of all other surplus equipment removed from Government buildings the fans are returned to stock, thus becoming available for use elsewhere.

C. Recommendation of the Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1263

A. Summary of the Suggestion:

Eliminating Duplication in Press Exploitation

In order to avoid duplication in reporting military, political, and economic information from the Bulgarian press, it is suggested that the U.S. Army, Navy, and Air Force attaches in Yugoslavia, Greece, and Turkey refrain from reporting such information, as the Bulgaria Section of FDD reports this information in the weekly FDD Summaries. Selected Briefs from the International Press and Economic Report on Eastern Europe and in the monthly FDD Summaries Monthly Military Report on Eastern Europe and Political and Sociological Information Report on Eastern Europe.

Acceptance of this suggestion would result in substantial savings in funds and manpower and would permit the above attaches to devote their time to other pressing tasks.

B. Evaluation of the Concerned Office:

The Chief, Foreign Documents Division, Operations Office, advises the Committee that:

This suggestion has essentially been made before. It was made in reference to the USSR rather than Bulgaria. When the previous suggestion was made and adopted, it was normal that adoption of the suggestion did not restrict itself to the USSR but was applied to all countries in the Soviet orbit. Attaches in the Soviet orbit were informed by the Defense Department of the press exploitation program being conducted in Washington and advised to spend their time on more worthwhile pursuits than exploitation of the press. At the same time this question of what should be exploited in the field and what in Washington has been under continuing examination and discussion by the Exploitation Subcommittee on Foreign Language Publications operating under NSCID #16. Each of the IAC agencies is represented on this Subcommittee and all are desirous of avoiding unnecessary duplication. The Army, Navy, and Air Force attaches are in these countries primarily to report military information and political and economic information as it may have military implications. Thus, they have been acquainted generally with the program of exploitation in Washington and specifically with the nature of the military reports on the bloc being prepared from bloc publications. Nevertheless, we cannot overlook several facts bearing on their reporting:

1. That they are on the spot and something of great importance, whether or not it appears in the press, is and should be reported immediately to Washington today even though it might be reported in

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1263 (continued)

a month to six weeks through exploitation in Washington;

2. That the attaches are under the coordination of the senior U.S. representative who may feel that he must have certain information more immediately available than is possible after shipment of the publications to Washington, exploitation there, and return of the product to him.

3. Reason is that an attache on the spot in a given country may be able to comment very pertinently on an item appearing in the press or related on the spot to other information which he has collected.

For these reasons, then, are an absolute dividing line and an absolute directive to the attaches cannot be made. We must recognize the attaches as intelligence officers who have been trained for the job. We must rely on their judgment and discretion providing we have made the necessary information available to them. This latter has been done. We therefore reach the conclusion that the suggestion is not really new except in some details, that the favorable parts of the suggestion are already in effect, that the remaining specifics cannot be adopted or implemented for the reasons cited, that this problem is under continuing study by an interdepartmental committee for this purpose.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

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Suggestion No. 1266

A. Summary of the Suggestion:

There are undoubtedly many Agency employees who are on their own initiative enrolled in evening courses in the various educational institutions in or around the District of Columbia. Undoubtedly many of these employees are pursuing courses which are beneficial to them in performing their Agency duties.

In view of the above, and because there is an emphasis being placed upon Agency training programs, it is suggested that provisions be made whereby employees enrolled in outside courses may make application to the Office of Training, through appropriate channels, for credit toward Agency training credits. It seems only equitable for an employee to get credit for courses taken at his own expense which are considered to be of value to his position, as to provide credit for courses given at the Agency's expense.

The above suggestion would apply to courses pertaining to administration, technical trades, operations, etc., or, in other words, courses which better equip the employee to carry on or to better perform the business of the Agency.

As a corollary to the above, consideration should be given to the application of this credit towards Office training quotas.

B. Evaluation of the Concerned Office:

The Director of Training notified the committee of the following:

1. The Office of Training does not award "credit" for courses conducted by the Office of Training, conducted by other elements of the Agency, or for courses given elsewhere at the Agency's expense.

2. The determination of creditable training or experience in lieu of the whole or part of a requisite Agency course is a responsibility of the Chiefs of Major Components and Operating Officials.

3. Regarding the corollary to the suggestion, office training quotas are not imposed by the Office of Training.

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1269

A. Summary of the Suggestion:

A gold certificate of award signed by Mr. Dulles to personnel having least sick leaves taken while serving to this agency or a silver certificate of award to personnel having no sick leaves taken within a year to encourage for the better attendance record.

I really don't know whether this idea will cut down absence of people with none-existing sickness but such commendation should be considered for those people having no sick leaves taken or very few taken during their long service to this Agency.

B. Evaluation of the Concerned Office:

The Chief, Planning and Analysis Staff, advises that:

1. Suggestion No. 1269 reflects a genuine interest in improving the efficiency of Agency operations through the reduction of unnecessary absenteeism and the suggestor deserves to be commended. However, it is considered that the suggestion does not reflect appreciation of the fact that most employees' illness are not imaginary and generally are outside their power to control. Also, the suggestion places a premium on a good attendance record as such, rather than upon the physical well-being of Agency employees. In connection with the latter, it must be recognized that periodic medical and dental examinations are essential and that such examinations are often scheduled during normal working hours throughout each year.

C. Recommendation of The Executive Secretary:

Disapproval

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